



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

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## BUILDING PERMIT APPLICATION

### Description of Property

Civic Address: \_\_\_\_\_ Folio No: \_\_\_\_\_

Full Legal Description: \_\_\_\_\_

### Registered Owner(s)

Name(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work or Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Contractor/Applicant (if the applicant is not the owner, complete Owner's Authorization Form)

Name(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Licence #: \_\_\_\_\_ Fax: \_\_\_\_\_

Being the owner of the described property, I make application for a permit to undertake the specified work. I agree to conform to all requirements of the *Building Regulation Bylaw*, the *BC Building Code*, and other applicable bylaws. I will comply with any restrictions imposed by the easements or restrictive covenants registered against the property. Neither the issuance of this permit, nor the acceptance of the drawings and specifications submitted as part of this application, relieves me from the responsibility of ensuring the construction for which this permit is issued conforms to the requirements of the applicable bylaws, nor prevents the Building Inspector from requiring correction of any errors in construction or any contravention of the applicable bylaws.

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER AND INDEMNITY:** I assume all risks incidental to building construction and inspection services and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the building construction and building inspection services. I understand that no warranty is implied for building inspection services and that this waiver and indemnity is binding on me, my heirs, executors and assigns. I acknowledge that the District, in issuing this permit, is relying on the certification of my professional engineer or registered architect.

**FREEDOM OF INFORMATION NOTICE:** Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of issuing this permit and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to the Deputy Clerk.

Description of Work: \_\_\_\_\_

Class of Work	Building Use
New	Single Family Dwelling
Addition	Single Family Dwelling with Suite
Renovation	Suite
Alteration/Repair	Accessory Building
Demolition	Mobile/Manufactured Home
Move	Wood Burning Appliance/Oil Tank
Other:	Other:

Construction Value: \_\_\_\_\_ Building Area: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_ Number of Storeys: \_\_\_\_\_

Source of potable water supply: \_\_\_\_\_

Are there any bodies of water (i.e. stream, creek, wetland, swamp, lake, ocean) on or near the property?

Will the building or structure be sited within 30 meters (+/- 100 ft) of the edge of a slope?

Are there any businesses currently being operated on the is property, including home-based businesses and bed & breakfasts?

All Applications Must Be Completed and Accompanied By:
<b>One detailed site plan</b> of the property with a minimum scale of 1:200 (showing the driveway, existing buildings, watercourses, steep banks);
<b>Two complete sets of plans</b> of the proposed structure with sufficient detail to demonstrate compliance with the <i>BC Building Code</i> ;
<b>Certificate of Title</b> current within the last 30 days;
<b>Non-Financial Charges</b> such as covenants, easements, right of ways;
<b>Sewage disposal filing document</b> stamped as accepted by the Vancouver Island Health Authority (VIHA) for on-site septic disposal;
<b>Homeowner Protection Office (HPO) document for new house construction;</b>
<b>Highway Use Permit Application</b> from the Ministry of Transportation if the property is on Hwy 14 or from the District of Sooke for all other roads;
<b>Hazardous Material Assessment Report</b> for homes built prior to 1990; and
<b>Permit Review Fee</b> based on construction value.

Incomplete applications may be rejected or approval delayed. Additional information may be requested during application review.